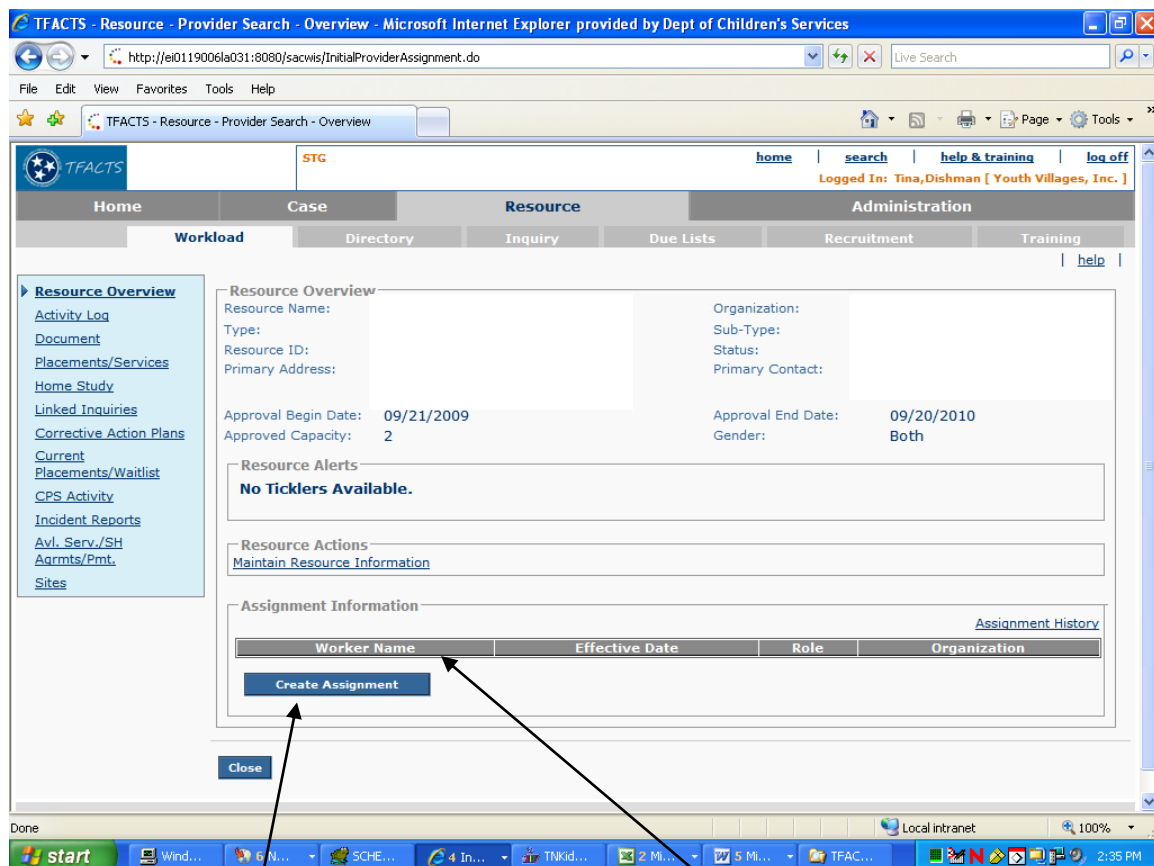


In order for case assignments to be made, the private provider supervisor and resource home worker is required to have the appropriate security access. The supervisor or designee must have the “**PP Resource Home Supervisor**” and the “**PP Resource Home**” security user group. Each resource home worker must have the “**PP Resource Home**” security user group. This will allow the worker to be assigned roles in order to add/update resource homes for their agency.

Note: Confidential information has been redacted from each screen.

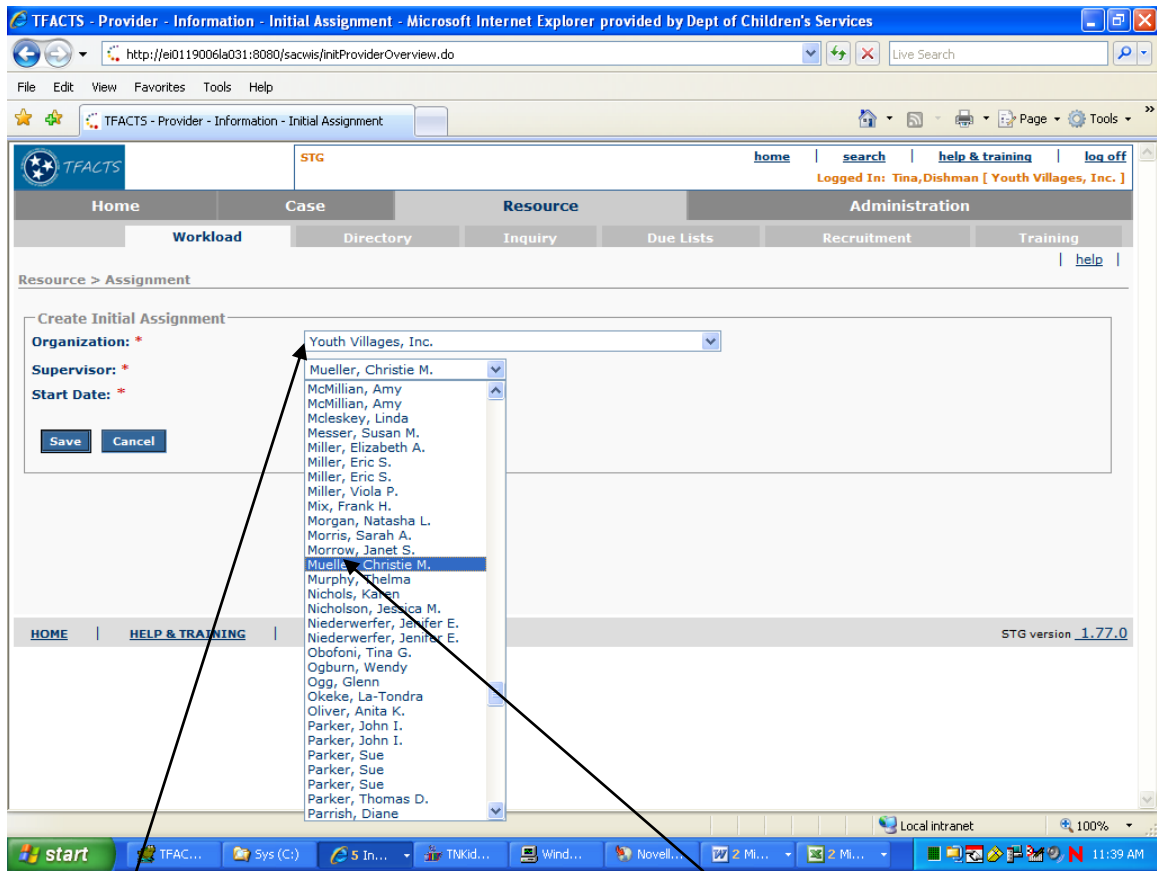
Create an assignment for a resource home that has no previous assignment.

The supervisor will search for a resource home in the Directory from the Resource Search page. Select a resource home and navigate to the Resource Overview page.



To assign an existing resource home that has **no previous assignment** (no one listed under Assignment Information) to one of your resource workers, first search for the Resource Home under the Resource Search page or from your workload list located under the Workload tab. Select the home. Once on the **Resource Overview** page, click the **Create Assignment** button.

See next screen shot.



Select the name of your organization. Select a Supervisor from the drop down box. Enter the begin date of the assignment. Select **Save**.

See next screen shot.

TFACFS - Resource - Provider Search - Overview - Microsoft Internet Explorer provided by Dept of Children's Services

http://el0119006la031:8080/sacwis/InitialProviderAssignment.do

TFACFS - Resource - Provider Search - Overview

home | search | help & training | log off
Logged In: Tina, Dishman [Youth Villages, Inc.]

Home Case **Resource** Administration

Workload Directory Inquiry Due Lists Recruitment Training

Resource Overview

Activity Log
Document
Placements/Services
Home Study
Linked Inquiries
Corrective Action Plans
Current
Placements/Waitlist
CPS Activity
Incident Reports
Avl. Serv./SH
Aarnts/Pmt.
Sites

Resource Overview

Resource Name: Organization:
Type: Sub-Type:
Resource ID: Status:
Primary Address: Primary Contact:

Approval Begin Date: 09/21/2009 Approval End Date: 09/20/2010
Approved Capacity: 2 Gender: Both

Resource Alerts
No Ticklers Available.

Resource Actions
Maintain Resource Information

Assignment Information [Assignment History](#)

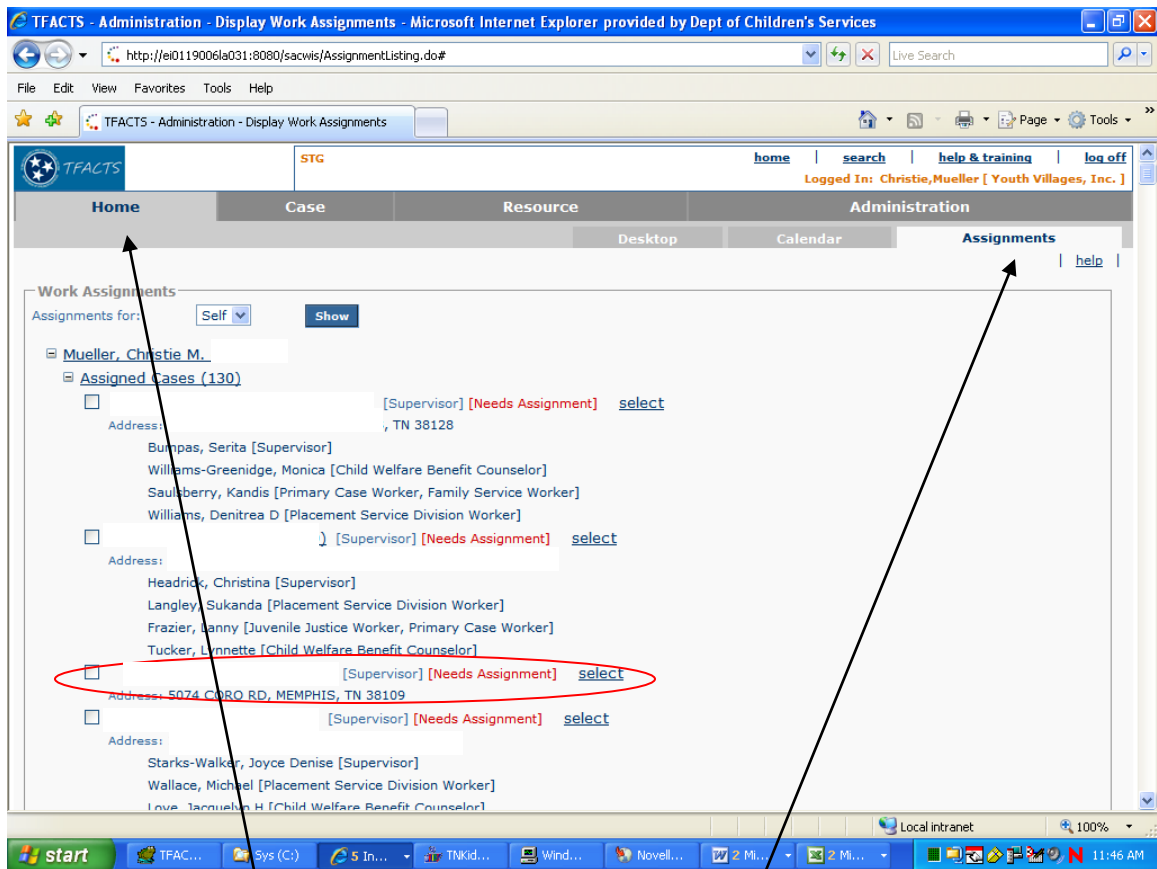
Worker Name	Effective Date	Role	Organization
Mueller, Christie M	09/10/2010	Supervisor	Youth Villages, Inc.

Create Assignment

Close

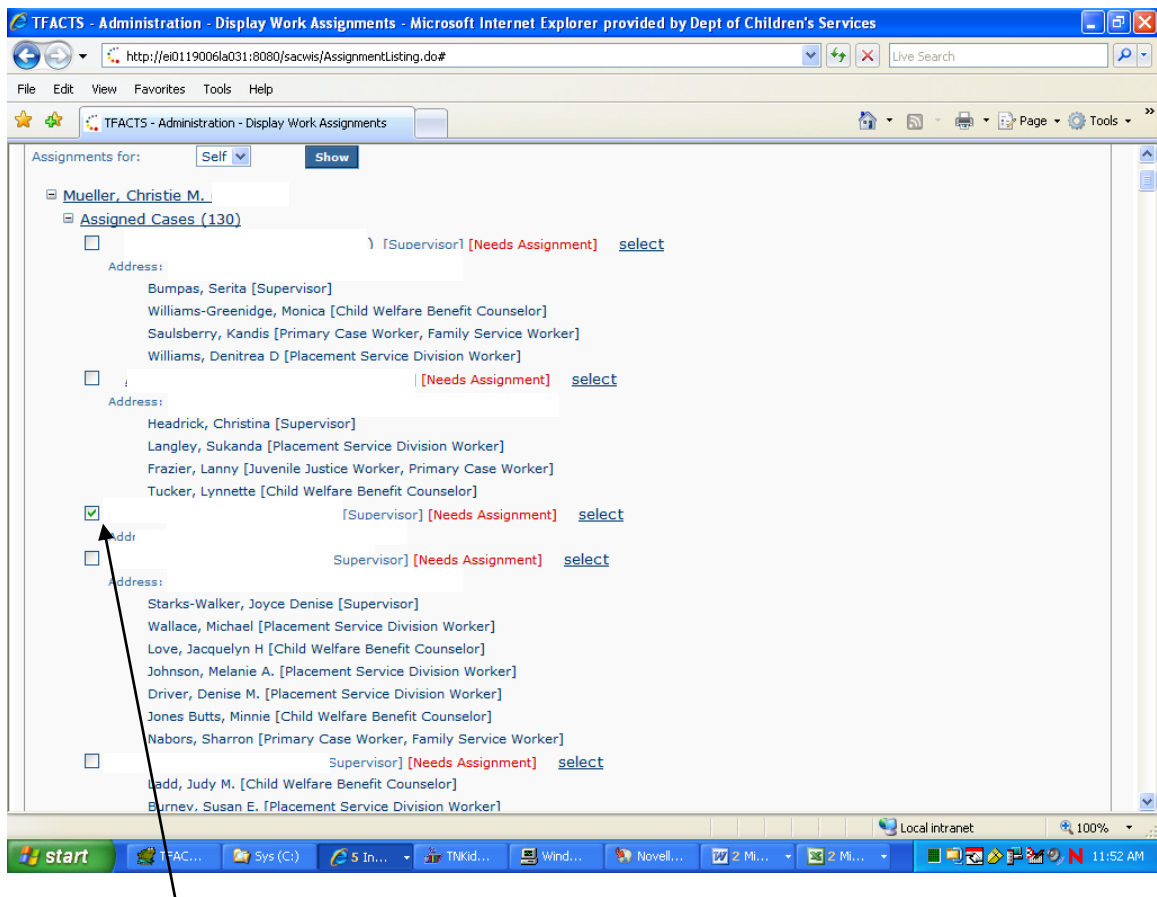
The newly assigned supervisor appears under **Assignment Information** for the resource home on the **Resource Overview** page.

See next screen shot.



Next, the supervisor will need to navigate to TFACTS **Assignments** secondary tab located under the **Home** Primary tab. There it will reflect all the resource homes assigned under that supervisor.

See next screen shot.



Click on the box adjacent to resource home name. A check will mark the resource home. Next, click on **Assign** button at the bottom of the page assigning the resource home to a resource home assessment worker.

See next screen shot

The screenshot shows the TFACTS web application in a Microsoft Internet Explorer browser window. The address bar displays the URL: `http://el0119006la031:8080/sacwis/AssignmentListing.do`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The TFACTS application header features a logo, the text "STG", and navigation links for home, search, help & training, and log off. A status bar indicates the user is logged in as "Christie, Mueller [Youth Villages, Inc.]".

The main content area is titled "Assign Work Item" and contains the following elements:

- Work Items:** A table with columns for ID and Reference.
- Assignment Options:** Two radio buttons: "Assign to My Employee" (selected) and "Assign To Other Supervisor".
- Form Fields:** "Organization Category" (set to "Private Provider"), "Organization" (set to "Youth Villages, Inc."), and "Team Type" (set to "Please Select a Team Type").
- Buttons:** "Filter" and "Clear Form".
- Employees Table:** A table with columns: User ID, Name, Assignment Roles, Previous Assignment, Child Custody Count, and Workload Count.
- Close Button:** A button to close the assignment window.

The footer of the application includes links for HOME, HELP & TRAINING, and PRIVACY & SECURITY, along with the text "STG version 1.77.0". The Windows taskbar at the bottom shows the start button, several open applications, and the system clock indicating 11:54 AM on 11/14/2009.

When assigning to a worker, leave the **Assign to Employee** radio button selected (this is the default). The **Organization** and **Team Type** fields will remain disabled by design. You can still click the **Filter** button to bring up the employees you supervise in your **Organization** to assign the resource home.

See next screen shot.

TFACTS - Home - Assignments - Microsoft Internet Explorer provided by Dept of Children's Services

http://el0119006la031:8080/sacwis/AssignmentListingFilter.do

File Edit View Favorites Tools Help

TFACTS - Home - Assignments

home | search | help & training | log off
Logged In: Christie, Mueller [Youth Villages, Inc.]

Home Case Resource Administration

Assign Work Item

Work Items

ID	Reference
:	

☒ Assign to My Employee ☐ Assign To Other Supervisor

Organization Category: Private Provider

Organization : Youth Villages, Inc.

Team Type: Please Select a Team Type

Filter Clear Form

Employees

	User ID	Name	Assignment Roles	Previous Assignment	Child Custody Count	Workload Count
select		Fuller, Andrea L.	Caseworker, Child Placement Private Provider, Family Service Worker, Incident Worker, Private Provider Worker, Provider Worker, Worker	No	0	0
select		Lepard, Melissa	Caseworker, Child Placement Private Provider, Family Service Worker, Incident Worker, Private Provider Worker, Provider Worker, Worker	No	0	0
select		Wright, Danielle M.	Caseworker, Child Placement Private Provider, Family Service Worker, Incident Worker, Private Provider Worker, Provider Worker, Worker	No	0	0

Close

/sacwis/AssignmentListingFilter.do

Local intranet 100%

start TFACTS Sys (C:) 5 In... TNKid... Wind... Novell... 2 Mi... 2 Mi... 11:57 AM

Once the filter search is complete, the employees in your organization that you supervise will be listed. Click the **Select** hyperlink for the employee in which you want to assign to the resource home.

See next screen shot.

TFACTS - Administration - Maintain Worker Assignment - Employee Work Item Assignment - Microsoft Internet Explorer provided by

http://e101190061a031:8080/sacwis/AssignmentDetail.do?command.do(select)=1&selectedEmployeeName=Fuller,%20Andre

TFACTS - Administration - Maintain Worker Assignment...

home | search | help & training | log off
Logged In: Christie, Mueller [Youth Villages, Inc.]

Home Case Resource Administration

User ID: Employee Name: Fuller, Andrea L.

Employee Assignment

Work Items

ID	Reference
----	-----------

Begin Date: 09/10/2010 End Date:

Comments:

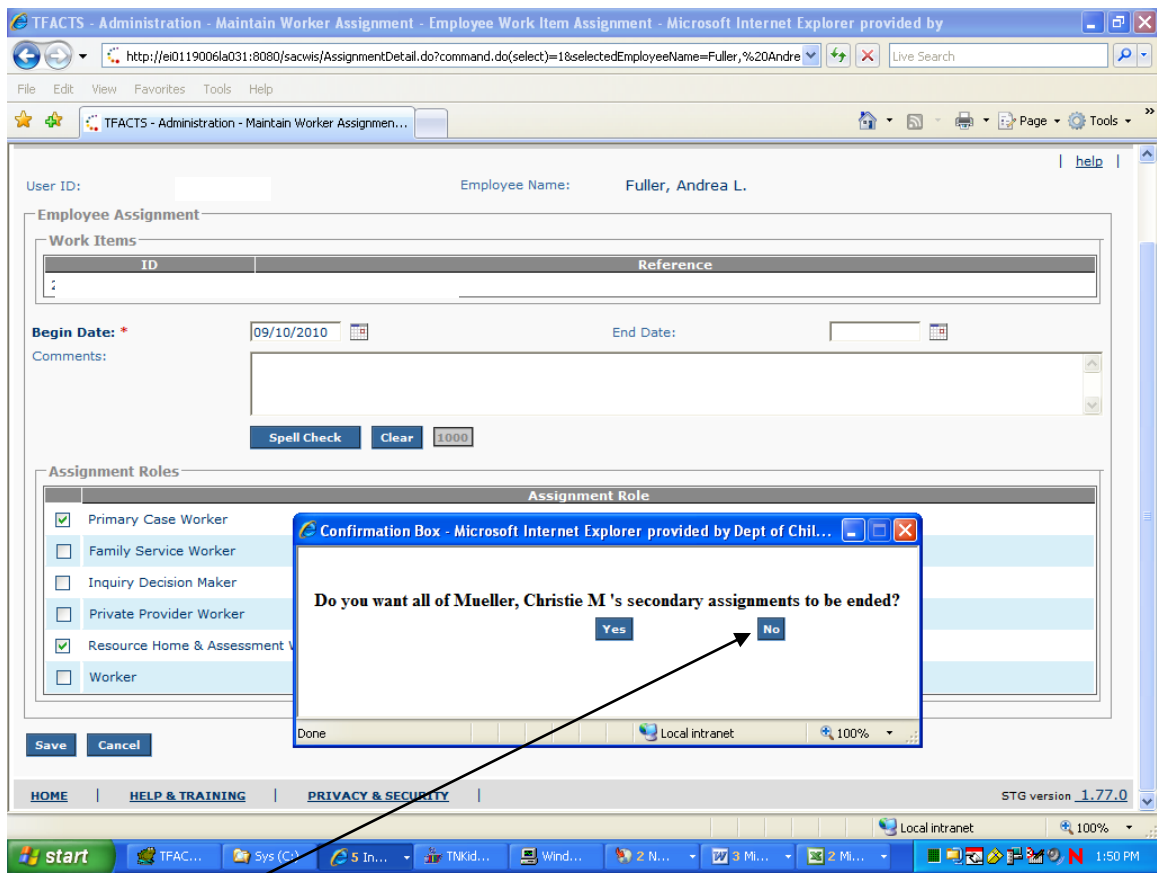
Spell Check Clear 1000

Assignment Roles

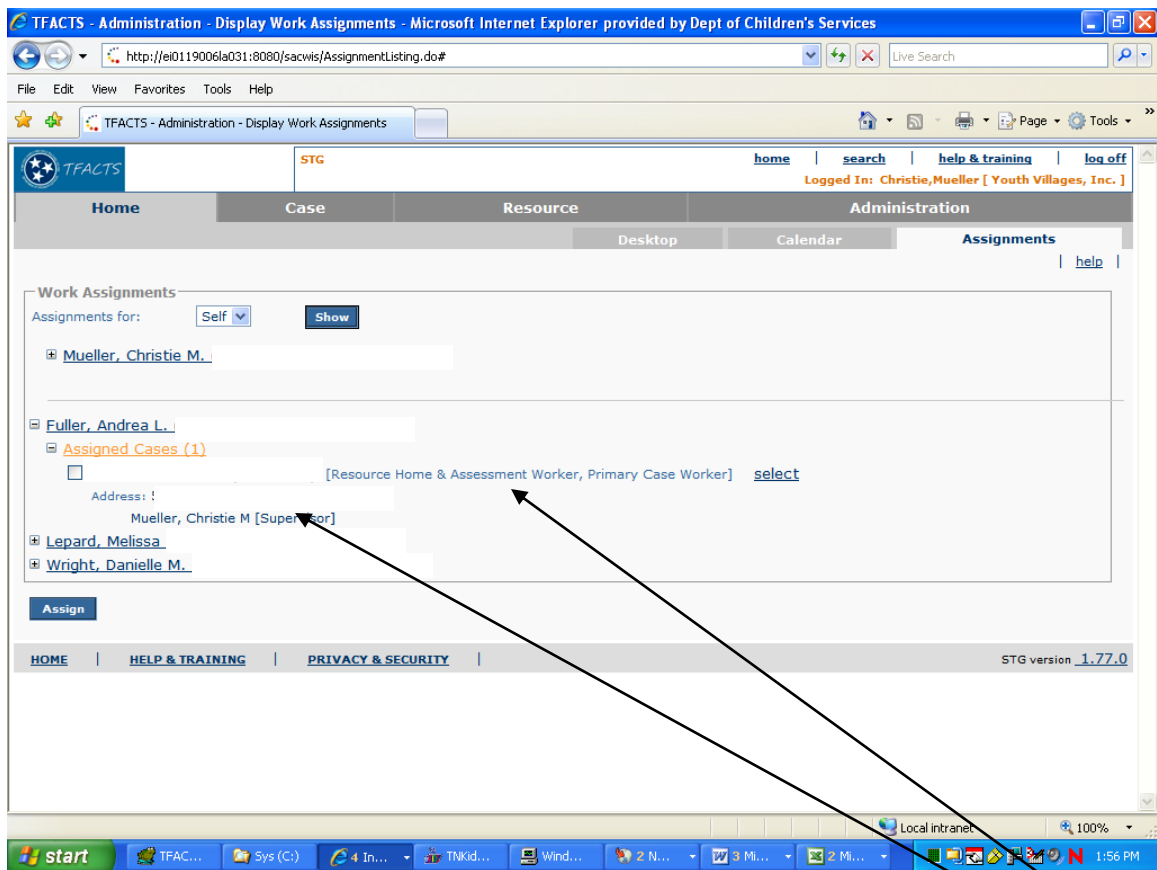
Assignment Role
<input checked="" type="checkbox"/> Primary Case Worker
<input type="checkbox"/> Family Service Worker
<input type="checkbox"/> Inquiry Decision Maker
<input type="checkbox"/> Private Provider Worker
<input checked="" type="checkbox"/> Resource Home & Assessment Worker
<input type="checkbox"/> Worker

Always select **both of these roles**: “Primary Case Worker” and “Resource Home Assessment Worker”. Click the **Save** button at the bottom of the screen.

See next screen shot.



The system will present this confirmation message screen. The supervisor will need to select **No** if they want to remain assigned as the **Supervisor** to the resource home. See next screen shot.



The resource home is now assigned to the case worker having both the **“Primary Case Worker”** and **“Resource Home Assessment Worker”** assignment roles. The supervisor remains the same.

See next screen shot.

TFACTS - Provider - Workload - Microsoft Internet Explorer provided by Dept of Children's Services

http://el0119006la031:8080/sacwis/target.do?Target=/providerInkWorkload.do&level=top#11260400

File Edit View Favorites Tools Help

TFACTS - Provider - Workload

TFACTS STG home search help & training log off
Logged In: Andrea, Fuller [Youth Villages, Inc.]

Home Case Resource Administration

Workload Directory Inquiry Due Lists Training

Resource Home Workload

Filter: Youth Villages, Inc. Sort By: Resource Name Filter

Fuller, Andrea L. (1)

	Resource Name	C/OH/SA Status	Resource Sub-Type	Current Approval Status
select		Active	Regular	Approved

HOME | HELP & TRAINING | PRIVACY & SECURITY | STG version 1.77.0

start TFAC... Sys (C:) 5 In... TNKid... Wind... 3 N... 3 Mi... 2 Mi... Local intranet 100% 2:32 PM

The resource home now appears under the case worker when she logs on to TFACTS and navigates to her **Workload** page.

See next screen shot.

Assigning additional roles to a worker that is already assigned to a resource home.

The screenshot shows the TFACTS - Resource - Provider Search - Overview page. The browser window title is "TFACTS - Resource - Provider Search - Overview - Microsoft Internet Explorer provided by Dept of Children's Services". The address bar shows "http://e01119006la031:8080/sacwis/submitProviderPreferences.do". The page has a navigation bar with "Home", "Case", "Resource", and "Administration" tabs. The "Resource" tab is selected, and the "Workload" sub-tab is active. The left sidebar contains a "Resource Overview" section with links like "Activity Log", "Forms/Notices", "Document", "Placements/Services", "Home Study", "Linked Inquiries", "Merge History", "Corrective Action Plans", "Current Placements/Waitlist", "CPS Activity", "Incident Reports", "Avl. Serv./SH", "Agmts/Pmt.", and "Sites". The main content area shows "Your data has been saved" with a "close confirmation" button. Below this, the "Resource Overview" section displays details for a "Private Provider Resource Home" with Resource ID 23099001, Primary Address 144 NAPIER DR. COLUMBIA, TN 38401 Maury South Central, Organization Youth Villages, Inc., Sub-Type Regular, Status Pending Approval, and Primary Contact Home(931) 381-3099. The "Resource Alerts" section shows "No Ticklers Available". The "Resource Actions" section has a link "Maintain Resource Information". The "Assignment Information" section contains a table with columns "Worker Name", "Effective Date", "Role", and "Organization". The table has one row: "Fuller, Andrea L.", "09/10/2010", "Inquiry Decision Maker", and "Youth Villages, Inc.". An arrow points from the "Inquiry Decision Maker" role in the table to the text in the paragraph below. The bottom of the screen shows the Windows taskbar with the start button and several open applications.

Worker Name	Effective Date	Role	Organization
Fuller, Andrea L.	09/10/2010	Inquiry Decision Maker	Youth Villages, Inc.

For any resource worker that links a resource inquiry record to the **Resource Directory**, the system will auto assign the "**Inquiry Decision Maker**" role to that worker. The resource home will automatically appear under their **Workload**.

See next screen

TFACS - Provider - Workload - Microsoft Internet Explorer provided by Dept of Children's Services

http://el0119006la031:8080/sacwis/target.do?Target=/initProviderWorkload.do&level=sub#11260400

File Edit View Favorites Tools Help

TFACS - Provider - Workload

TFACS STG home search help & training log off
Logged In: Andrea, Fuller [Youth Villages, Inc.]

Home Case Resource Administration

Workload Directory Inquiry Due Lists Training

Resource Home Workload

Filter: Youth Villages, Inc. Sort By: Resource Name Filter

Fuller, Andrea L. (2)

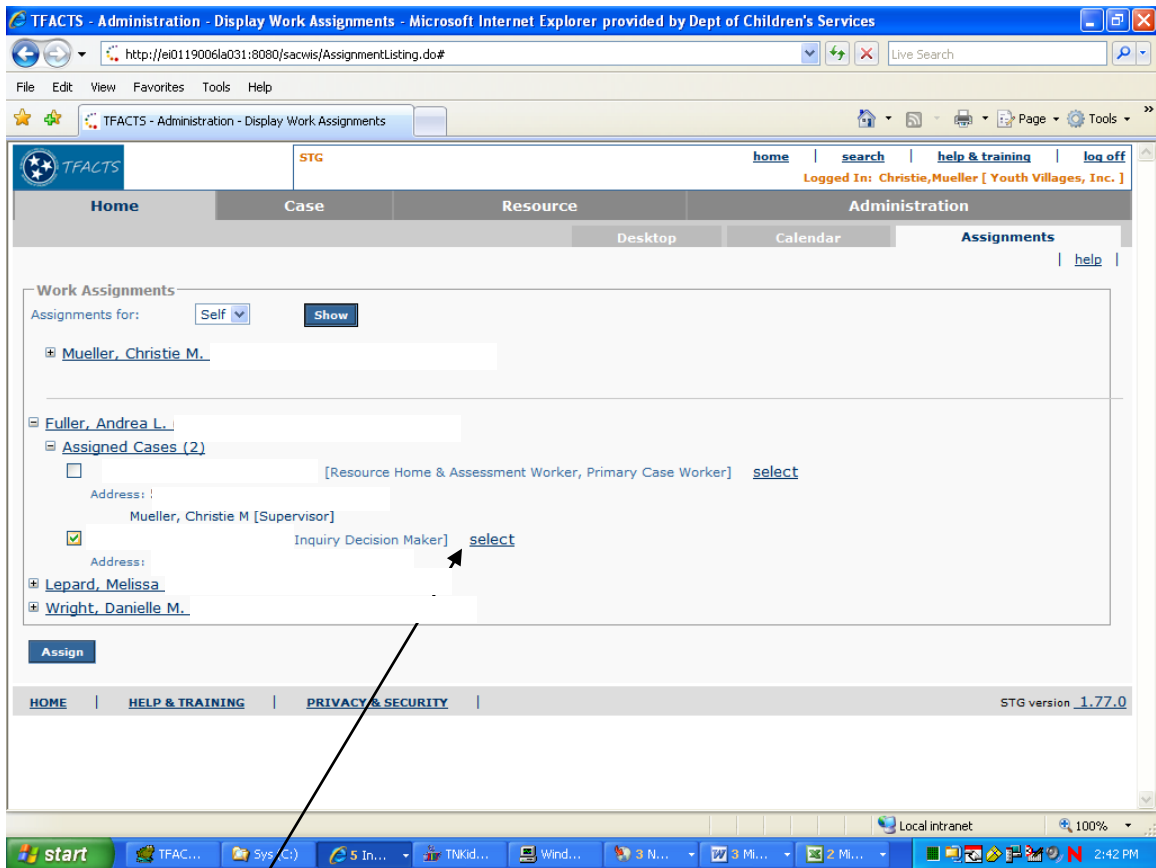
	Resource Name	C/OH/SA Status	Resource Sub-Type	Current Approval Status
select		Active	Regular	Approved
select		Active	Regular	Pending Approval

HOME | HELP & TRAINING | PRIVACY & SECURITY | STG version 1.77.0

start TFAC... Sys (C:) 5 In... TNKld... Wind... 3 N... 3 Mi... 2 Mi... Local intranet 100% 2:40 PM

The supervisor is still required to assign this worker (or other workers) the “**Primary Case Worker**” and “**Resource Home Assessment Worker**” roles in order for alerts and notifications regarding the resource home to be sent to the correct worker assessing/managing the resource home.

See next screen shot.



Under the **Assignments** page, the supervisor will check the box next to the resource home and then click on the **Select** hyperlink in order to assign the two additional assignment roles to the worker who created/reactivated the resource home.

See next screen.

TFAC... Administration - Maintain Worker Assignment - Employee Work Item Assignment - Microsoft Internet Explorer provided by

http://el0119006la031:8080/sacwis/AssignmentDetail.do?command.do(edit)=1&workAssignmentId=32300112&workLoadItem...

File Edit View Favorites Tools Help

TFAC... Administration - Maintain Worker Assignment...

User ID: Employee Name: Fuller, Andrea L.

Employee Assignment

Work Items

ID	Reference
:	

Begin Date: * 09/10/2010 End Date:

Comments:

Spell Check Clear 1000

Assignment Roles

Assignment Role
<input checked="" type="checkbox"/> Primary Case Worker
<input type="checkbox"/> Family Service Worker
<input checked="" type="checkbox"/> Inquiry Decision Maker
<input type="checkbox"/> Private Provider Worker
<input checked="" type="checkbox"/> Resource Home & Assessment Worker
<input type="checkbox"/> Worker

Save Cancel

HOME | HELP & TRAINING | PRIVACY & SECURITY | STG version 1.77.0

/sacwis/AssignmentDetail.do

start TFAC... Sys (C:) 5 In... TNKld... Wind... 3 N... 3 Mi... 2 Mi... Local intranet 100% 2:46 PM

Supervisor will select the box for both the “**Primary Case Worker**” and “**Resource Home Assessment Worker**” roles. Click the **Save** button. NOTE: The “**Inquiry Decision Role**” was automatically assigned to this worker because they added this new resource home record by linking the inquiry record to the **Resource Directory**.

Also, there is an existing enhancement request for the system to automatically assign the “**Primary Case Worker**” and “**Resource Home Assessment Worker**” roles to the worker linking the inquiry record to the **Resource Directory**. This will eliminate the supervisor taking these additional steps unless the supervisor needs to assign the resource home to another worker who did not link the inquiry record to the **Resource Directory**.